

BERRIEN COUNTY TRIAL COURT

Civil/Criminal Division Administrator (\$73,902 - \$99,037)

Required: A bachelor's degree with a major in public administration, personnel administration, criminal justice, industrial/labor relations, business accounting, management or economics, social work, sociology, psychology, communication, counseling, political science, education or other related field; three years of progressively more responsible administrative, supervision and management experience in a court or criminal justice agency; **OR** master's degree in one of the above noted bachelor's degree majors and one year of progressively more responsible administrative, supervision and management experience in a court or criminal justice agency. **Note:** upon selection for an interview, a copy of college transcripts must be provided.

Desired: Considerable knowledge of the Michigan Trial Courts, court administration, budgets, labor relations, human resource management, and project management. Ability to manage, supervise and coordinate professional and support employees; evaluate employee performance; develop and implement staff training; analyze data; recommend/make policy, procedural, operational changes; supervision of case/workflow; prepare/monitor budgets; interpret and effectively communicate administrative and professional policies and procedures to employees, attorneys, governmental agencies, and the general public; excellent written and verbal communication skills.

Special Requirements: Must possess a valid vehicle operator's license, pass a pre-employment physical, background check, and submit to drug screening as a condition of initial or continued employment. May be subject to random drug testing at any time during employment. May be required to fulfill job duties and functions at any of the court's locations. No felony convictions. Employee will be fingerprinted. Must maintain regular, reliable and predictable attendance.

Duties: Manage and supervise employees, including recruitment, employment application screening, interviewing, selection, hiring, orientation, training, work assignment, performance evaluations, and disciplinary action as appropriate. Serves as a member of the Berrien County Trial Court Judicial Council, which directs the court regarding policies, operations, personnel, budget, information technology, etc. Oversees and assures that court judicial scheduling and calendaring, accounting procedures and court records adhere to local and state mandated guidelines. Reviews each division's workflow and procedures to maintain efficiency. Analyzes and determines the causes of operational problems. Investigates complaints from the public, attorneys and other criminal justice agencies. Collects and compiles various statistics on court activity. Oversees file/record maintenance, retention and destruction according to state-mandated guidelines. Participates in collective bargaining negotiations with labor unions. Works with the Trial Court Administrator, Family Division Administrator and

Friend of the Court to develop and coordinate intra-court operations, court services, information technology, etc. Performs other duties and responsibilities as requested by the Trial Court Chief Judge, Civil and Criminal Division Presiding Judges and the Trial Court Administrator. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

Applications for the following vacancies will be received at the Personnel Department Berrien County Administration Center, 701 Main Street, St. Joseph, MI 49085, 8:30 a.m. to 5:00 p.m. Download an application from the Berrien County website: <http://www.berriencounty.org/581/Employment>